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MINUTES

OF THE

CIA CAREER COUNCIL

*CONFIDENTIAL*

13th Meeting, Thursday, 15 September 1955, 4:00 p.m.  
DCI Conference Room, Administration Building

Present: Harrison G. Reynolds, D/Pers, Chairman  
Sherman Kent, Acting DD/I, Alt. for DD/I, Member  
Lyman B. Kirkpatrick [REDACTED] IG, Member  
[REDACTED] D/CO, Member  
[REDACTED] Acting DD/P, Alt. for DD/P, Member  
[REDACTED], DD/TR, Alt. for D/TR, Member  
Lawrence K. White, DD/S, Member  
[REDACTED] Executive Secretary  
[REDACTED], Reporter

Guests

Lawrence R. Houston, General Counsel  
[REDACTED] of Personnel  
[REDACTED] Staff, Office of Training  
[REDACTED] Office of Personnel  
[REDACTED] Mgt/S - Fitness Report Task Force  
[REDACTED] Office of Personnel  
Walter Pforzheimer, Legislative Counsel  
[REDACTED] /DD/P - Fitness Report Task Force  
[REDACTED] SA/DD/I - Fitness Report Task Force  
[REDACTED] ty General Counsel

1. The minutes of the 12th Meeting of the CIA Career Council were approved as distributed.

2. Mr. Houston commented on the following paragraphs of the minutes of the 12th Meeting:

a. 4.e., (Section 5, Authority to pay travel expenses of dependents of overseas employees . . .) - The usage of "suitable medical facility" is agreed to by the Chief, Medical Staff, and the General Counsel.

b. 4.f., (Section 6, Authority to pay costs of medical treatment for overseas dependents . . .) - The Chief, Medical Staff and the General Counsel are in agreement with the language as originally presented to the Career Council at its 12th Meeting on 9 September.

c. 4.o., (Missing Persons Legislation) - After discussion with the

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Bureau of the Budget and the Department of Defense, CIA will support the Department of Defense Bill but we will have our own Bill ready in case anything goes wrong at the last minute.

STATSPEC nationals [REDACTED] stated that, after discussions with the Office of Personnel and the Comptroller's Office, the General Counsel's opinion was that the proposed legislation approved by the Career Council at its 12th meeting on 9 September would cover those employees if desired.

4. Item two on the agenda, "Status of Membership in the Career Staff," was noted.

5. Item three on the agenda, proposed Retirement Legislation, which had been held over for discussion from the last meeting, was presented to the Career Council by Mr. [REDACTED]. The proposal embodies that which was adopted in 1953 by the CIA Career Service Board, except that (a) the provision for double credit of service at an unhealthful post has been eliminated; (b) time and a half credit for overseas service would be retroactive to 18 September 1947 [the Career Council confirmed the "starting date" as 18 September, not 20 September]; (c) minimum voluntary retirement age would be reduced from 55 to 50 years.

6. There were distributed to the members of the Career Council copies of a Staff Study, "Positions for Career Development Programs," dated 15 September, from the DD/Pers/PD, which contained a roster (Status of Positions as of 15 September) of persons occupying Career Development positions. It was agreed that the recent establishment of ceiling controls should not be allowed to hamper the Career Development Programs now underway nor the proper assignment of persons who have completed their programs. The DD/S and the D/Pers agreed to work out a solution to the current difficulties within the ceiling established by the DCI.

7. There were distributed to the members of the Career Council copies of a Staff Study, "Reinsurance of Voided Commercial Insurance Due to Action Taken by Employees Under Agency Orders," dated 15 September 1955, from the DD/Pers/PD and the Deputy General Counsel. The Career Council approved the recommendations, which were: (a) that this matter not be given further consideration, at this time, from the standpoint of proposed legislation; (b) that the General Counsel seek necessary clarification with the Bureau of Employees' Compensation and the Comptroller General; (c) that the CIA Career Council approve the conclusions in principle and that this matter be referred to the General Counsel and the Office of Personnel for whatever further study is necessary.

8. The proposed new Fitness Report (item four on the agenda) was presented by the members of the Fitness Report Task Force, Messrs. [REDACTED] 25X1A9a

[REDACTED] The only controversial matter was whether or not the Fitness Report should be shown to the employee being evaluated. It was agreed that experience had shown that an Agency-wide policy on this matter was necessary.

25X1A9a [REDACTED] reviewed the circumstances under which it might be unwise, operationally, for a supervisor to show a Fitness Report to the person being evaluated,

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especially in an overseas situation. It was recognized, however, that since the fall of 1952 it has been mandatory for the supervisor to discuss the evaluation with the subject. It was recommended and approved that the word "optional" be deleted from the instructions in Part I - Performance, and that "It is the policy of the Agency to show" be inserted. The instructions in Part II - Potential remain the same; this part of the Fitness Report would never be shown. In isolated instances, where circumstances exist which make it impractical operationally or otherwise to show the first part of the Fitness Report to the employee, the supervisor is required to so state; however, when the circumstances are altered, the report must then be shown the employee. [The instructions of Part I - Performance, as finally revised, read as follows: "This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of this report can help you prepare for a discussion with him of his strengths and weaknesses. It is also Organization policy that you show Part I of this report to the employee except under conditions specified in Regulation [REDACTED]. It is recommended that you read the entire form before completing any question. If this report is the INITIAL REPORT on the employee, it MUST be completed and forwarded to the Office of Personnel no later than 30 days after the due date indicated in item 8 of Section A below."] It was also agreed that there would be added to Part II - Potential, the following: "Indicate the approximate number of months the rated employee has been under your supervision. [REDACTED]" Mr. [REDACTED] of the A&E Staff, representing Dr. [REDACTED] stated that in his opinion Dr. [REDACTED] would have no objections to these minor revisions.

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9. Item five on the agenda, "Possible Conflicts Between the CIA Career Service Plan and Statutory Rights of Veterans," and item six, "Summary Report of the Activities of the Career Services," were tabled for review at a future meeting.

10. The meeting adjourned at 5:20 p.m.

[REDACTED]  
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Executive Secretary  
CIA Career Council

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THIRTEENTH CIA CAREER COUNCIL  
MEETING

13th Meeting

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